

WARREN COUNTY BOARD OF SUPERVISORS

COMMITTEE: INFORMATION TECHNOLOGY

DATE: AUGUST 23, 2007

Committee Members Present:

Supervisors Sheehan  
Sokol  
Kenny  
VanNess  
Gabriels  
Geraghty

Others Present:

Robert Metthe, Director, Information Technology  
Hal Payne, Commissioner of Administrative & Fiscal  
Services  
JoAnne McKinstry, Deputy Commissioner of  
Administrative & Fiscal Services  
Joan Sady, Clerk of the Board  
Nicholas Caimano, Budget Officer  
Debra L. Schreiber, Legislative Office Specialist

Committee Member Absent:  
Supervisor Monroe

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Mr. Sheehan called the Information Technology Committee Meeting to order at 2:30 p.m.

Motion was made by Mr. VanNess, seconded by Mr. Sokol, and carried unanimously to approve the minutes of the August 2, 2007 meeting, subject to correction by the Clerk.

Privilege of the floor was extended to Rob Metthe, Director, Information Technology (IT), who distributed copies of his 2008 Budget packets to each of the Committee members. He gave a Power Point presentation that outlined the IT Department goals and objectives in their efforts to streamline County automation by eliminating duplication and increasing efficiency. *Copies of the Budget and Power Point presentation are on file with the minutes.*

Mr. Metthe apprised that their Department had assumed the responsibility of maintaining the Warren County Tourism Department website. In addition, he added, the technical and computer training was brought in-house and performed by members of the IT Department as a way of reducing costs to the County. He said revenue was generated by invoicing the New York State (NYS) Office of Court Administration (OCA), the NYS Department of Labor (DOL) and Employment and Training Administration (ETA), and the NYS Department of Social Services (DSS).

Mr. Metthe stated he felt a good technical foundation had been established for the future of Warren County. He said the biggest fear he had was losing the ability to respond to the needs of the County, as well as the expertise of their current Department staff.

Mr. Metthe said the proposed 2008 Information Technology (A.1680) Budget request was \$503,762, compared to the 2007 appropriations of \$482,399, an increase of \$21,363. He said there were software warranties that expired in 2008, which increased the .410 Code by \$10,000. In response to an inquiry by Mr. Kenny, Mr. Metthe indicated the revenues

they received from other Departments were deposited into the General Fund. The general consensus of the Committee recommended utilizing the IT revenues to establish a capital fund to offset computer equipment expenses. Mr. Metthe commented they requested to amend the Memorandum of Understanding (MOU) with the Department of Social Services due to additional services being performed, which would increase the 2008 projected revenues. He stated the reimbursement funds the Department of Social Services received from New York State were for services performed and billed by the IT Department. Mr. Caimano stated only reimbursement funds would be utilized to purchase additional computer equipment and not funds from a particular County Department.

Mr. VanNess said there had been previous concerns that involved timeliness responses, and if the overall IT Budget had decreased, perhaps increasing the staff should be considered. It was suggested by Mr. Geraghty that outside computer programmers be considered as a way to reduce the items on the project list.

Mr. Metthe asked the Committee to consider increasing the IT staff by hiring an entry level Junior Technician to be filled in 2008-2009, which would mitigate the increase in users and projects currently being requested of their Department. He said this person would commence as a full-time intern and earn the minimum wage. Hal Payne, Commissioner of Administrative & Fiscal Services, apprised that Richard Heacock, President of Adirondack Community College (ACC), expressed an interest in building their technology programs currently being offered. Mr. Caimano encouraged Mr. Metthe to make an appointment with Mr. Heacock and introduce himself.

Mr. Payne commented there were no allocations in the 2008 Budget requests for overtime or sick leave. Mr. Metthe responded the sick leave omission was in error; however, he said, he thought the overtime had been budgeted. When the IT Committee met during the 2007 Budget process, he apprised that overtime had been approved but omitted when the Budget was adopted. Furthermore, he said, because there were no overtime appropriations for 2007, the new system did not permit an allocation for 2008. Mr. Metthe stated his request for this additional position in his Department was not included in the .1's of the IT Budget. He further noted that he was a member of the Adirondack Community College Advisory Board.

Mr. Metthe requested to increase the base salaries of all senior level IT employees by approximately \$3,500 a piece.

A discussion ensued.

On another note, Mr. VanNess commented that during the Sheriff and Communications Committee meeting, there was a request to purchase ten laptop car computers and printers and he queried whether the IT Department had been asked to assist them in their request. Mr. Metthe replied he had not received any inquiries; however, he said, he would make inquiry with the other members of his Department. Messrs. Caimano and VanNess stated they specifically asked the Sheriff if he had sought assistance from the IT Department and he replied affirmatively.

Mr. Metthe stated the request for a Database Administrator had been discussed in the 2007 Budget process. He said the Committee just approved an additional Help Desk Technician Trainee, while the last three pages included in the Budget packet were 2008 requested salary changes for the senior level employees in the IT Department. Assuming the two requests to create positions with their Department were approved, he said the total impact on the 2008 IT Budget was approximately \$52,000.

A discussion ensued.

With respect to the three requests for salary increases, Mr. Metthe said they all had their individual skill sets and value to the County. In addition, he said he would like to increase the salaries in 2009 of the three individuals that had commenced as interns with the County and provided a significant value to the IT Department. Mr. VanNess recommended increasing the two tenured employee salaries five percent and four percent for the Network Coordinator.

A discussion ensued.

Mr. VanNess stated he was not convinced the IT Department needed the Database Administrator at this particular point in time; however, he recommended increasing the salaries of the three senior level employees: Network Coordinator, four percent; the two Computer System Analyst/Programers, five percent (\$49,200); as well as the Technician Trainee position (\$24,000) and overtime as previously stated.

Motion was made by Mr. VanNess, seconded by Mr. Gabriels and carried unanimously approving the 2008 amended IT Budget as follows:

- authorizing the request to create a new position (Junior Technician);
- including the requests for overtime and sick leave; and
- amending the requests to increase the salaries of the Network Coordinator (4%) and the two Computer System Analyst/Programers (5%); authorize the Committee chairman to sign it; and submit same to the Budget Officer.

Mr. Metthe apprised the proposed 2008 Telecommunications (A.1681) Budget request was

\$160,101, as compared to the 2007 appropriations of \$208,045, a decrease of \$47,944.

Motion was made by Mr. Kenny and seconded by Mr. Gabriels to approve the 2008 Telecommunications Budget as presented.

Mr. Payne noted there was no overtime reflected in the Telecommunications Budget. The general consensus of the Committee recommended Mr. Metthe include \$1,000 in the overtime Code.

After discussion, Mr. Sheehan called the question and the motion was carried unanimously to amend the Telecommunications Budget as outlined above; authorize the Committee chairman to sign it; and submit same to the Budget Officer.

There being no further business, on motion by Mr. Kenny and seconded by Mr. VanNess, Mr. Sheehan adjourned the meeting at 3:15 p.m.

Respectfully submitted,

Debra L. Schreiber, Legislative Office Specialist